## Job Opportunity Bulletin

Post Date: 9/11/13

### Staff Services Manager I

Salary \$5,079 - \$6,311
Permanent, Full-Time
FINAL FILING DATE: Until Filled

The Department of Developmental Services' (DDS) Budget Office is currently seeking a Staff Services Manager (SSM) I to work in a fast paced environment. If you are interested in Budgets and enjoy challenging assignments, we have an opportunity for you in the Budget Section.

The SSM I is responsible for the overall development and coordination of the budget development and allocations for the Community Services Program Budget. The SSM I performs confidential and first line supervisory functions over three staff performing highly technical, sensitive and diverse functions. For complete duties, please see the duty statement below.

Desired Knowledge and Abilities:

- \* Strong Budget/Fiscal Experience
- \* Knowledge of the principles, practices, and trends of the state budget process.
- \* Knowledge and experience with the principles and practices of employee supervision, development, and training.
- \* Proficiency with Excel and other Microsoft Office programs
- \* Strong verbal and written communication skills.
- \* Strong analytical skills.

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit a STD. 678 State application. Please include: the basis of your eligibility in the 'Explanations' section and position # 473-151-4800-004 in the 'Job Title' section of your application.

#### **JOIN THE DDS TEAM!**

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES Please visit our website at www.dds.ca.gov

Please refer to: Position # 473-151-4800-004 Mail your application to:

Department of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814

All applications will be screened and only the most qualified will be interviewed.

Attention: Melissa Woodall

#### **CONTACT INFORMATION**

Name: Melissa Woodall

Number: (916) 322-9001

Email:

Melissa.woodall@dds.ca.gov



# DEPARTMENT OF DEVELOPMENTAL SERVICES ADMINISTRATION DIVISION FINANCIAL SERVICES BRANCH BUDGET SECTION

#### JOB DESCRIPTION

JOB TITLE: Staff Services Manager I

**GENERAL STATEMENT OF DUTIES:** Under the direction of the Staff Services Manager (SSM) III, performs confidential and first line supervisory functions over highly technical, sensitive and diverse functions related to budget development, allocation, monitoring and expenditure claiming for the Community Services Program Budget.

**SUPERVISION REQUIRED:** Reports to the Chief, Budget Section, SSM III.

**SUPERVISION EXERCISED:** First line supervision of three (3) technical staff.

**TYPICAL PHYSICAL DEMANDS:** Requires working under short time lines and/or working irregular hours during peak workload periods. Requires sitting for long periods of time while using personal computers or reviewing documents and working papers.

**TYPICAL WORKING CONDITIONS:** Open spaced partitioned offices with smoke-free environment.

**EXAMPLE OF DUTIES:** Under the general direction of the Chief, Budget Section, SSM III, the incumbent is responsible for the overall development and coordination of the budget development and allocations of the Community Services Program budget. This position is responsible for the following:

- **30%** Perform confidential and supervisory functions in the oversight and guidance on the yearly development and monitoring of the Community Services Program budget, which includes numerous fund sources.
- **30%** Provide oversight of the allocation of the Operations and Purchase of Services funds to 21 regional centers throughout California. Responsible for the development of the yearly allocation methodology, including presenting and making recommendations to upper management. As the first point of contact with regional center administrators and staff, provide direction regarding cash flow assessment, and expenditure claiming.
- **25%** Provide first line review of all items within the budget development, allocation, and projection process submitted by the budget analysts and provides supervision, ongoing guidance and technical assistance to budget analysts in consideration of such issues as workload priorities, training needs and departmental objectives.

10% Provide oversight in the analysis and tracking of the monthly regional center Purchase of Services expenditure projections.
5% Facilitates the involvement of the Accounting, Budgets. Estimates, Program, and/or regional center staff in year round fiscal functions providing assurance that the budget and allocation of these funds match required reporting records. Provides oversight and resolution to any issues that may occur during this process.
Employee's Signature
Date

Date

Supervisor's Signature